



**North Dakota Department of Public Instruction**  
**Kirsten Baesler, State Superintendent**  
**600 E Boulevard Ave, Dept. 201**  
**Bismarck, ND 58505-0440**

## **APPLICATION GUIDANCE**

### **Family Engagement Cabinet**

The North Dakota Department of Public Instruction (NDDPI) is seeking a diverse group of parents, guardians, caretakers, and educators of children grades PK-12 from all regions of North Dakota to participate in the **State Superintendent's Family Engagement Cabinet**.

You are invited to apply to be part of this exciting opportunity to share your thoughts, experiences, and ideas on this Cabinet regarding how North Dakota families and schools can work together to support the education of all children.

#### **Cabinet Purpose**

Involvement in the Family Engagement Cabinet would allow you to share your experience as a parent, guardian, caretaker, or educator in North Dakota. Your involvement will assist NDDPI in driving improved engagement between families and schools.

#### **Who will be on the Cabinet**

This group of up to 25 Cabinet members will be made up of a diverse group of parents, guardians, caretakers, and educators. The Cabinet will be led by Kirsten Baesler, State Superintendent of Public Instruction, assisted by a small team of NDDPI and NDDHS staff.

#### **Expectations of Cabinet Members**

- Attend quarterly face-to-face meetings in Bismarck, ND. The first meeting will be held in August 2022 with additional meetings tentatively planned for November, February, and May.
- Cabinet term length is 18 months; active members may sit for 2 terms.
- Be willing and able to travel to Bismarck for meetings.
- Come prepared for each meeting as appropriate, work in a collaborative manner with each other and with State staff, and express views and opinions openly, constructively, and respectfully regarding the work of the family engagement cabinet.

#### **Submission Requirements**

To apply, complete this [Application for Selection form](#) and email your cover letter to [dpiindianed@nd.gov](mailto:dpiindianed@nd.gov) with the subject line "Application for Family Engagement Cabinet" by 5:00pm CDT on June 15, 2022. *Your application is not complete until we receive your electronic form AND your cover letter.* You may mail the cover letter if you prefer, postmarked by June 13, 2022 to:

North Dakota Department of Public Instruction  
c/o Cami Bauman, Family Engagement Cabinet  
600 E Boulevard Ave, Dept 201  
Bismarck ND 58505-0440

#### **Selection Process**

The applications will be evaluated according to the submission requirements and evaluation criteria listed below. Consideration will also be given to attempt a broad representation of participants across North Dakota.

All applicants will be notified via email whether they are selected to be a member of the Family Engagement Cabinet. Approximate notification date: July 1, 2022.

### **Evaluation Criteria**

Applications will be evaluated using responses on the Application for Selection form and the cover letter.

1. The response is clear, complete, and compelling as to why the applicant wants to be on the Family Engagement Cabinet.
2. The applicant provides a comprehensive statement of their personal characteristics and how they would benefit the Cabinet.
3. The applicant expressed their belief for the biggest issue facing family engagement in North Dakota clearly and completely. The responses have a potential impact on statewide education.
4. The experience shared is clearly linked to improving family engagement in schools.
5. The cover letter includes an introduction of the applicant and provides an explanation of their goals for family engagement in schools.

Each response will be awarded a point value from 0 to 10. A total of 50 points are possible and a minimum of 40 points must be earned to qualify for selection.

- 0 points = Did not answer the question
- 1-5 points = Fair to Good, limited or some applicability
- 6-10 points = Very Good to Excellent, substantial or excellent applicability

### **Application Schedule**

1. Application Posted – May 13, 2022
2. Application Due – June 15, 2022, by 5:00pm CDT
3. Notice of Selection – *Approximately* July 1, 2022
4. First Cabinet Meeting – Selected applicants will receive a meeting invitation with the meeting date, time, and location

### **Assistance to Applicants with a Disability**

The [Application for Selection Form](#) is available electronically. If you require the form in print, or need any other accommodation, please contact Cami Bauman at [dpiindianed@nd.gov](mailto:dpiindianed@nd.gov) or via phone at 701-328-2254 prior to June 15<sup>th</sup> to allow time for reasonable accommodations to be made.

### **Reimbursement**

NDDPI will reimburse participants for round trip mileage from home address to meeting location and for lodging (if appropriate) at North Dakota state rates.